



Board of County Commissioners Leon County, Florida

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Budget Discussion Item Executive Summary

June 22, 2010

Title:

Supervisor of Elections Request to Pursue the Establishment of a 31,000 Square Foot Consolidated Office

Staff:

Parwez Alam, County Administrator
Alan Rosenzweig, Assistant County Administrator
Scott Ross, Director, Office of Management and Budget

Issue Briefing:

This item addresses the Supervisor of Elections request to establish a new 31,000 square foot consolidated office. The Supervisor of Elections' office requested this consolidation project in anticipation of having to store additional voting equipment as required by the Help America Vote Act, and for operating efficiencies. The original request was for the facility to be available by July 29, 2011. It is staff's understanding that the original request was based on needing space for equipment that would have been purchased next fiscal year. However, recent legislation signed by the Governor has delayed the new equipment implementation until FY2016 with the equipment purchase to begin in FY2013.

Fiscal Impact:

This item has a fiscal impact. If the Board pursues the Supervisor of Elections request, there could be a total capital cost of between \$3 and \$5 million. Custodial, maintenance, and utilities could range between \$4 and \$6 a square foot annually, or \$124,000 to \$186,000. These expenses would be offset by approximately \$25,000 in cost savings from private storage space being eliminated. \$1.0 million in capital funding has been provided in the preliminary FY 2011 budget to initiate this project.

Staff Recommendation:

Option #1: Approve the initial allocation of \$1.0 million for the Supervisor of Elections consolidated space and direct staff to work with a real estate professional, Talcot, to refine the Supervisor of Elections criteria for a consolidated space. If unable to come to an agreement with the Supervisor of Elections on the criteria bring an agenda item to the Board. Total estimated cost for the project is between \$3 to \$5 million.

Report and Discussion

Background:

As part of the annual budget process, departments and agencies submit capital project budget requests. Through this process, the Supervisor of Elections has made a request for a 31,000 square foot consolidated office space (Attachment #1). In response to the request, staff requested a more detailed description of the specifications for the facility (Attachment #2). As requested, the Supervisor of Elections has indicated the facility would need to be in service no later than July 29, 2011. According to the Supervisor of Elections, "This date would allow us time to move all items from outside storage facilities and have them organized in such a manner that would not impeded our capability of conducting the Presidential Preference Primary in 2012." (Attachment #3)

Analysis:

If the Board wishes to proceed with this project, a more thorough review of the specifications needs to occur. This review should occur utilizing a real estate professional to evaluate the current real estate market compared to the specifications to ensure the County secures the most favorable options. Staff would utilize the resources currently under contract in managing the Huntington Oaks property (Talcor). Subsequent to this review, staff and the Supervisor of Elections would finalize the specifications. If agreement can not be met, the revised specifications would be brought to the Board. Once final specifications are developed, at the appropriate time a request for proposals would be developed and the County would solicit proposals from interested property owners. Proposals would be evaluated and ranked for Board consideration and funding.

The project being proposed by the Supervisor of Elections will not only require one time capital funding, but will also require continued operational funding. The one time funding, depending upon the acquisition and renovation costs, could easily range between \$3 and \$5 million. Custodial, maintenance, and utilities could range between \$4 and \$6 a square foot annually, or \$124,000 to \$186,000. The cost savings through the elimination of existing rental space will be approximately \$25,000 annually.

Part of the Supervisor of Elections' justification for the request involves the anticipated requirement for the County to fund the purchase and provide storage for 140 new units to comply with the Help America Vote Act (HAVA) (Attachment #1). As part of the FY2010/2011 budget process, the Supervisor of Elections has stated that this acquisition will require 10,000 sq. ft. of conditioned, secure storage space. As part of the FY2009/2010 budget process the Supervisor of Elections anticipated needing 4,700 sq. ft. for this equipment (Attachment #4). However, the Help America Vote Act requirements are being delayed until 2016 through a bill passed by the legislature and signed into law by the Governor. The adopted five year capital improvement program (CIP) contemplates the funds necessary to acquire the equipment.

Due to the delay in the implementation of the HAVA requirements until 2016, staff recommends placing \$1.0 million towards this project. After review of the specifications for the project, staff will contemplate additional capital funding in FY 2012 in order to have the consolidated space available prior to the implementation of the Help America Vote Act requirements.

Options:

1. Approve the initial allocation of \$1 million for the Supervisor of Elections consolidated space and direct staff to work with a real estate professional, Talcor, to refine the Supervisor of Elections criteria for a consolidated space. If unable to come to an agreement with the Supervisor of Elections on the criteria bring an agenda item to the Board. Total estimated cost for the project is between \$3 to \$5 million.
2. Do not pursue the Supervisor of Election's request to establish a new 31,000 square foot consolidated office
3. Board Direction

Recommendation:

Options #1

Attachment:

1. Supervisor of Elections FY2011 budget request for additional space
2. Supervisor of Elections RFP criteria for consolidated office space
3. Supervisor of Elections e-mail regarding date needed to open facility
4. FY2009/2010 Supervisor of Elections space request

Request ID	Description	Name	Department	Location	Rented or Owned	Justification
43	Unified Operations	Olin, Janet	Elections	new	owned	Need unified operation of constitutional office, minimum 31K square feet. (RFP language available as requested by County Administrator.) Additional equipment related to voting is required to meet the specifications of Florida Statute 101.56062, and 101.56075 will require the purchase of 140 units whose dimensions will require an additional 10,000 square feet of conditioned, secured storage space. Mail handling has increased through the Supervisor of Elections Office, requiring additional equipment that cannot be accommodated under the current space (100 sq. feet versus the need for 900 sq feet) allocation for said purpose. Presently, the absentee ballot processing is constricted to available space (less than 800 square feet) awarded by County Administration when space required is 1600 square feet to accomplish the type of work involved in the assembly of outgoing mail ballots and the receipt of incoming voted mail ballots. Additionally, space for training 125 poll workers in classroom style with audio visual equipment is needed with sufficient parking and bathrooms.

RFP Criteria for Consolidated Office Space of the Supervisor of Elections

- The building shall be no less than 31,000 square feet on single floor, or 5,000 may be a second story of storage with access via an elevator or large hoist capable of handling 2,500 lbs with a minimum of 6'x6' floor space, and an entry/exit of a minimum of 5' wide by 7' tall.
- The building is separated into two distinct areas, an office with high technology capabilities, and a rough warehouse area of 15,000 sq feet. The warehouse area should have 12 ft high ceilings minimum, and a floor capable of supporting a standard forklift with load.
- Both areas of the building must have HVAC, with separate thermostatic controls preferred, to maintain an average temperature of 75 degrees F and no greater than 40-50% humidity level.
- One area of building must have a loading dock capable of handling semi-truck delivery and a second loading area at passenger vehicle height.
- The traffic patterns of the semi-truck loading dock and the passenger vehicle height loading area should not interfere with each other when both are utilized at the same time.
- Building must be ADA accessible with automatic doors for the public's entrance/exit.
- Building must meet the current building requirements for the number of dedicated ADA parking spaces.
- There must be a minimum of 150 parking spaces with 200 spaces preferred.
- There must be ready access to Star Metro for transportation via mass transit.
- The location of the building should be in the south to southwest urban sector and nearest to the population center as practicable. The bounds of that sector should specifically be defined as: starting at the intersection of Tennessee and Adams streets south to Orange Avenue continue east along Blair Stone Road to Capital Circle SE, north to Mahan Road, east along Tennessee Street and the point of beginning.
- The entire building must allow for vehicular traffic around its perimeter.
- The building's design must incorporate secure offices and adjoined warehouse storage while also providing direct public access to a large training room that will accommodate a minimum of 125 persons in classroom style.
- Sufficient number of restrooms must be available to handle the classroom style training of at least 125 persons.
- Electrical wiring must be sufficient to accommodate power supply to 400 voting machines each requiring 2 amps, 125 computer work stations, numerous printers, commercial grade shredder, and telephone lines of 50 cable pairs for data transmission as well as a telephone system with 75 users.
- Back up power must be supplied via generator to accommodate a minimum of 40,000 watts and be on demand.
- Direct access through a major thoroughfare must be accomplished through a traffic signal or be no greater than two lane traffic to allow law enforcement to direct 150 vehicles through an unloading process over the span of an hour. Public Safety must be readily attainable through the building's entrance/exit.
- The highest energy efficient products must be utilized in the construction/renovation of the building.
- The building shall not have any type of historical designation that would hinder any architectural changes or improvements required to address the needs of the administration of elections.
- The building shall be in possession of a drive up window for voters to drop off voter registration applications or absentee ballots.

Attachment # 3
Page 1 of 1

From: Scott Ross
To: Rosenzweig, Alan
Date: 3/4/2010 5:13 PM
Subject: Fwd: Consolidated Service Center
Attachments: Criteria for Consolidated Office Space of the Supervisor of Elections.docx

SOE response on consolidated center.

>>> Janet Olin 3/4/2010 4:24 PM >>>
Scott,

Attached is the RFP language for the consolidated service center for the Supervisor of Elections Office that was submitted in the 2011 Budget Matrix.

We would need to occupy this building no later than July 29, 2011. This date would allow us time to move all items from outside storage facilities and have them organized in such a manner that would not impede our capability of conducting the Presidential Preference Primary in 2012.

Should you have any additional questions, please contact me at your convenience.

Sincerely,

Janet

Janet L. Olin, CERA
Assistant Supervisor of Elections
Supervisor of Elections Office

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315 South Calhoun Street Suite 110
Tallahassee FL 32301

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www.LeonVotes.org (<http://www.leonvotes.org/>)

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Customer Services Requests Matrix, 2009/10 Budget (please see instructions on back) rev. 12/18/08

Title/Description of Request:

Replacement Warehouse

Attachment # 4

Office Submitting Request:

Supervisor of Elections

Authorized Signature:

Im Sancho

Page 3 of 3 Date 3/30/09

Contact Person's Name & Phone #:

Marl Earley/Janet Olin 606-8683

1. MIS -- *See note on back of form (requesting offices calculate costs for their budget; MIS assesses system impact)

Check all related to this request: ☐ *Vendor Software Upgrade ☐ *Modify/create a software application ☐ *Add'l software licenses
☐ *Add'l GIS Access/ GIS Training ☐ *Add'l Computer/Peripheral Equip.
☐ *Add or continue a warranty/maintenance on a software application or on computer/peripheral equipment
☐ *Add'l Phone/Fax or Phone/Fax/Dedicated Computer Line ☐ *Add'l space/space mod. or building that will include computers, phones or fax machines
☐ *Wireless PDA ☐ *Scanner/Copier Device ☐ *Mobile Field Device

Describe Request	Purpose/Use	Proposed Location	Contact Person	*Response req. (month)
			Name: Phone #: Fax #:	
			Name: Phone #: Fax #:	
			Name: Phone #: Fax #:	

2. Facilities Management -- Remember to consider possible space needs when requesting an additional position -- even if the funding for that position is not being sought from the Board (i.e., a position funded through the State, a grant, fees, etc.)

<input checked="" type="checkbox"/> Req. 24,000 # of add'l sq. ft. for: <input type="checkbox"/> Add'l position <input checked="" type="checkbox"/> Other <input type="checkbox"/> Other or Major Space Renovation <i>This space allocation allows for growth</i>	Specify Building: Space to be added/modified is: <input type="checkbox"/> Rented <input checked="" type="checkbox"/> Owned See attached description of space requirements.	Describe Request: Legal changes regarding ADA voting equipment make our already insufficient election storage and preparation facilities grossly inadequate. This request allows us to bring new equipment and existing equipment in both our existing warehouse and in rental storage under one roof. Equipment to be stored includes mechanical and non-mechanical voting equipment, ADA voting equipment, Early Voting counters and cabinets, precinct voting equipment, election supplies, and election records.	Justification for Request: The current warehouse at 918 Railroad Ave has just under half the space needed to safely and efficiently house our existing warehouse operations. Statute changes for ADA voting increase our needs by roughly 4700 sq ft. Combining our operations under one roof allows for a more efficient operation and utilization of space. Thus size requirements for a single location warehouse facility amount to 20,500 sq ft -- roughly 1600 total sq ft less than building and maintaining a separate facility.
	<input type="checkbox"/> Add'l Parking Space at the Courthouse	Why additional parking at the Courthouse is needed:	Contact Person: Phone #:
Response: <input checked="" type="checkbox"/> Recommend (will be in Facilities Budget Request) <input type="checkbox"/> Not Recommended			

Customer Services Requests Matrix, 2009-2010 Budget (please see instructions on back) rev. 12/18/08

Title/Description of Request:

Additional Warehouse Space

Attachment # 6
Page 2 of 3

Office Submitting Request:

Supervisor of Elections

Authorized Signature:

Jon Sancho

Date: 01/30/09

Contact Person's Name & Phone #:

Mark Earley 606-8683

1. MIS -- *See note on back of form (requesting offices calculate costs for their budget; MIS assesses system impact)

Check all related to this request: ☐ *Vendor Software Upgrade ☐ *Modify/create a software application ☐ *Add'l software licenses
☐ *Add'l GIS Access/ GIS Training ☐ *Add'l Computer/Peripheral Equip.
☐ *Add or continue a warranty/maintenance on a software application or on computer/peripheral equipment
☐ *Add'l Phone/Fax or Phone/Fax/Dedicated Computer Line ☐ *Add'l space/space mod. or building that will include computers, phones or fax machines
☐ *Wireless PDA ☐ *Scanner/Copier Device ☐ *Mobile Field Device

Describe Request	Purpose/Use	Proposed Location	Contact Person	Response
			Name: Phone #: Fax #:	
			Name: Phone #: Fax #:	
			Name: Phone #: Fax #:	

2. Facilities Management -- Remember to consider possible space needs when requesting an additional position -- even if the funding for that position is not being sought from the Board (i.e., a position funded through the State, a grant, fees, etc.)

<input checked="" type="checkbox"/> Req. 14,500 # of add'l sq. ft. for: <input type="checkbox"/> Add'l position <input checked="" type="checkbox"/> Other <input type="checkbox"/> Other or Major Space Renovation	Specify Building: Space to be added/modified is: <input type="checkbox"/> Rented <input checked="" type="checkbox"/> Owned	Describe Request: Legal changes regarding ADA voting equipment make our already insufficient election storage and preparation facilities grossly inadequate. This request allows us to bring new equipment and existing equipment in rental storage into county-owned facilities. Equipment to be stored includes mechanical and non-mechanical voting equipment, ADA voting equipment, Early Voting counters and cabinets, and precinct voting equipment.	Justification for Request: The current warehouse at 918 Railroad Ave has just under half the square footage needed to safely and efficiently house our existing warehouse operations. Upcoming statute changes for ADA voting equipment increase our storage and operational needs by roughly 4700 sq ft. Housing this add'l space in a separate facility requires some duplication of resources. The total minimum space needed in a separate warehouse facility amounts to 14,500 sq ft.
	<input type="checkbox"/> Add'l Parking Space at the Courthouse	Why additional parking at the Courthouse is needed:	Contact Person: Phone #:
Response: <input type="checkbox"/> Recommend (will be in Facilities Budget Request) <input type="checkbox"/> Not Recommended			

Customer Services Requests Matrix, 2008/2009 Budget (please see instructions on back) rev. 1/8/08

Title/Description of Request:

Fy. 08/09

TORAGE SPACE

Office Submitting Request:

Authorized Signature:

Date: 2/2/08

Supervisor of Elections

Contact Person's Name & Phone #:

Janet Olin 606-8683

MIS - *See note on back of form (requesting offices calculate costs for their budget; MIS assesses system impact)

Check all related to this request: ☐ *Vendor Software Upgrade ☐ *Modify/create a software application ☐ *Add'l software licenses
☒ *Add'l GIS Access/ GIS Training ☐ *Add'l Computer/Peripheral Equip.
☒ *Add or continue a warranty/maintenance on a software application or on computer/peripheral equipment
☒ *Add'l Phone/Fax or Phone/Fax/Dedicated Computer Line ☐ *Add'l space/space mod. or building that will include computers, phones or fax machines
☒ *Wireless PDA ☐ *Scanner/Copier Device ☐ *Mobile Field Device

Describe Request	Purpose/Use	Proposed Location	Contact Person	Response - req. through
			Name: Phone #: Fax #:	<input type="checkbox"/> Your budget request <input type="checkbox"/> MIS budget request
			Name: Phone #: Fax #:	<input type="checkbox"/> Your budget request <input type="checkbox"/> MIS budget request

2. Facilities Management - Remember to consider possible space needs when requesting an additional position -- even if the funding for that position is not being sought from the Board (i.e., a position funded through the State, a grant, fees, etc.)

<input checked="" type="checkbox"/> Req: 10,000 add'l sq. ft. for: <input type="checkbox"/> Add'l position <input checked="" type="checkbox"/> Other <input type="checkbox"/> Other or Major Space Renovation	Specify Building:	Describe Request:	Justification for Request:
	Space to be added/modified is: <input type="checkbox"/> Rented <input type="checkbox"/> Owned	We are currently renting additional space at two storage facilities and one moving company. Equipment being stored includes non mechanical voting equipment, ADA required items for precinct operations, counters, cabinets and materials for early voting and precinct operations. Annual cost of rented space \$21,678	The current warehouse at 918 Railroad fails to meet the space needs of the Elections Office operation. Equipment stored off site requires additional time and labor to coordinate use for elections. It is particularly challenging when precinct equipment is returned after an election and there isn't room for everything.
<input type="checkbox"/> Add'l Parking Space at the Courthouse	Why additional parking at the Courthouse is needed:		Contact Person: Phone #:

Response: ☐ Recommend (will be in Facilities' Budget Request) ☐ Not Recommended